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CENTRAL INTELLIGENCE GROUP

25X1A

OFFICE OF THE CHIEF

Administers the budget program of the Agency; directs and supervises the preparation of the annual budget; consults and advises operating officials in the development of financial programs to insure proper utilization of manpower and funds; supervises control over personnel positions; supervises the issuance of all forms; directs the preparation and installation of new procedures.

25X1A

Prepares annual budget estimates; controls appropriations, apportionments, and allotments of funds, prepares financial and statistical reports required by the War Department, Congressional Committees, and the Bureau of the Budget; reviews procurement documents.

Maintains control over personnel ceilings (vouchered, unvo chered, naval and military); prepares personnel reports as required by the Director's Office, Chief of Personnel and Administration, War Dept., Congressional Committees, etc.

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Studies and analyzes the effectiveness of present procedures; prepares permanent procedures for current and future application; approves and supervises the installation of new procedures, forms and business systems.

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